

How to respond to an application for a job you've been added to in NHS Jobs user guide

This guide gives you instructions for how to complete an application for a job you've been added to in the NHS Jobs service.

If you've been added to a job by the employer, you'll receive an email to let you know.

The email will tell you the steps you need to take to access your NHS Jobs account to complete your application.

You can delete the application if you don't want to be considered for the job.

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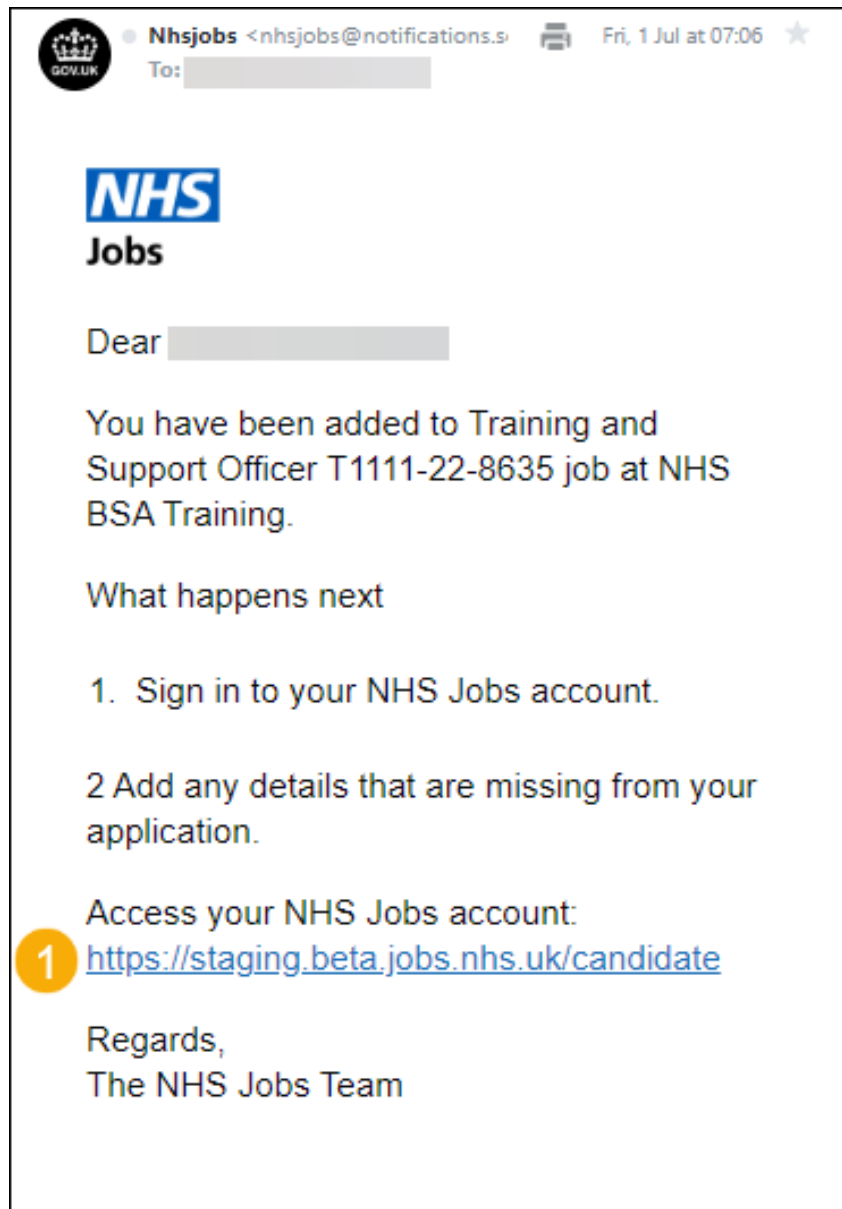
Access your account to complete your application

This page gives you instructions for how to access your account to complete your application.

Important: You'll only receive this email if you have an account in the NHS Jobs service and you've been added to a job. If you don't have an account the email will let you know that you'll need to complete the set up of your NHS Jobs account and create a password.

To access your account to complete your application, complete the following step:

1. Select the [Access your NHS Jobs account](#) link.

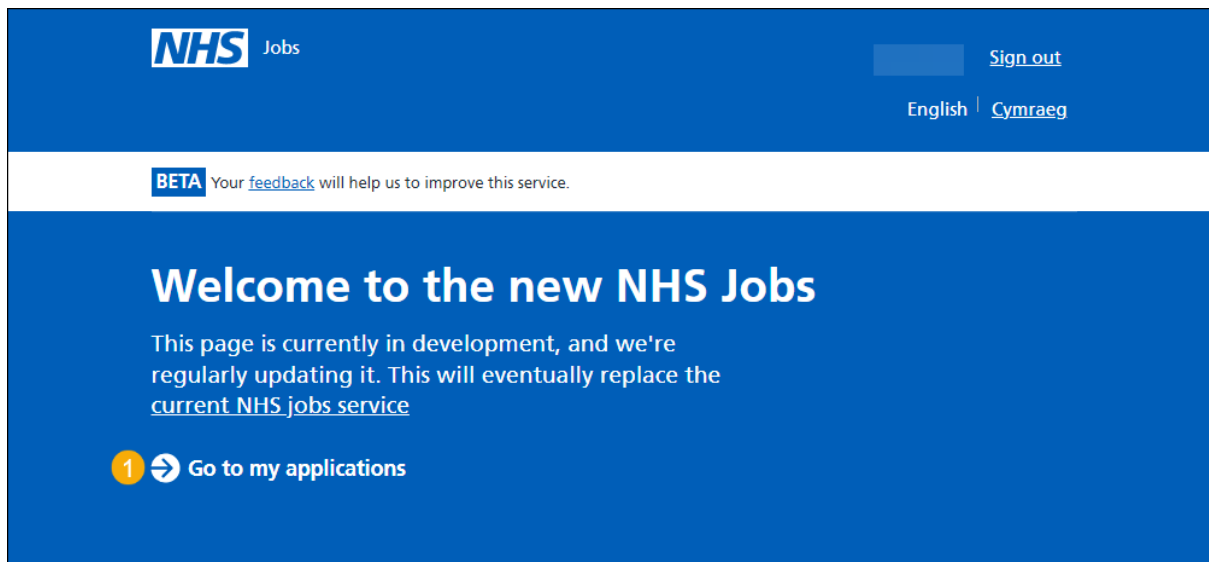


Go to your applications

This page gives you instructions for how to access your applications.

To access your applications, complete the following step:

1. Select the ['Go to my applications'](#) link.




The screenshot shows the NHS Jobs website interface. At the top left is the NHS logo with the word 'Jobs' next to it. At the top right, there is a 'Sign out' button and language options for 'English' and 'Cymraeg'. Below the header is a white banner with the text 'BETA Your feedback will help us to improve this service.' The main content area has a blue background with the heading 'Welcome to the new NHS Jobs'. Below the heading, it says 'This page is currently in development, and we're regularly updating it. This will eventually replace the current NHS jobs service'. At the bottom of this section is a button with a yellow circle containing the number '1', a right-pointing arrow, and the text 'Go to my applications'.

Your applications

This page gives you instructions for how to view and complete an application for a job you've been added to.

To view and complete an application for a job you've been added to, complete the following steps:

1. Select the '[View application](#)' link.
2. Select the '[Complete application](#)' link.



[Sign out](#)

[English](#) | [Cymraeg](#)

BETA

Your [feedback](#) will help us to improve this service.

Your applications

Job title	Employer	Job closing date	Application	Task
Training and Support Officer T1111-22-8635	NHS BSA Training	28 May 2022	1 View application	2 Complete application
Training and Support Officer A0090-22-6118	NHS Business Services Authority	24 December 2022	View application	Continue application
Administration Assistant A0090-22-1604	NHS Business Services Authority	25 December 2022	View application	Application submitted

[▶ Contact NHS Jobs if you need any help with your account](#)

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[Cookies](#)
[How to apply for jobs](#)

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View your application

This page gives you instructions for how to view your application.

Important: This application was added by the employer. You'll need to complete any sections of the application that the employer requires before sending your application. If you don't want to be considered for the job you can delete the application.

To view your application complete the following steps:

1. Select the 'View the job advert' link.
2. Select the 'Delete application' link.
3. Select the ['Go back'](#) link

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Sign out', 'English', and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area has a '3 < Go back' link. The title is 'View your application for Training and Support Officer'. A central box contains the following text: 'NHS BSA Training', 'This application was added by the employer. You need to complete any sections they require before sending it.', and 'You were added to this job on 01 July 2022. The job reference number is T1111-22-8635'. To the right of this box, under the heading 'Actions', there are two numbered links: '1 • View the job advert (opens in new tab)' and '2 • Delete application'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Application task list

This page gives you instructions for how to complete your application from the application task list.

Important: In this example, you have completed 0 of the 3 sections required by the employer. 7 sections are not required to be completed.

To complete your application, complete the following steps:

1. Select a section link.
or
2. Select the 'Save and come back later' link. (optional)

Go to the [next page](#) to see screenshot.

NHS Jobs

[Sign out](#)
[English](#) | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Training and Support Officer application

Application incomplete
 You have completed 0 of 3 sections.
 7 sections are not required.

<p>Add your personal details</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 1 Contact details NOT STARTED </div> <p>Add your right to work status</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 1 Right to work NOT STARTED </div> <p>Add your qualifications, training and job history</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Qualifications NOT REQUIRED </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Training NOT REQUIRED </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Job history NOT REQUIRED </div> <p>Add your supporting evidence</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Essential and desirable criteria NOT REQUIRED </div> <p>Add further information the employer needs from you</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Driving qualifications and details NOT REQUIRED </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Unspent criminal convictions and cautions NOT REQUIRED </div> <p>Check your equal opportunities</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Guaranteed interview scheme NOT REQUIRED </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 1 Equality and diversity NOT STARTED </div>	<p>Job details</p> <p>Closing date 28 May 2022</p> <p>Job reference number T1111-22-8635</p> <p>View the job advert (opens in new tab)</p>
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You need to complete all sections before you can send your application.

2 [Save and come back later](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Tip: To find out how to complete your application, go to a user guide or video from the 'Apply for a job' section of the ['Help and support for applicants'](#) webpage.

You've responded to an application you've been added to and reached the end of this user guide.